

# NEW MEXICO STATE GOVERNMENT RAPID HIRE EVENT

## SANTA FE

COVID SAFE PRACTICES: WE ARE TAKING THE  
UTMOST CAUTION TO PROTECT OUR COMMUNITY  
FROM COVID-19 AND ABIDING BY ALL LOCAL, STATE  
AND FEDERAL LAWS.



 **JANUARY 2022**  
**6, 7, 11 AND 13**  
**2-7 PM**

 **WILLIE ORTIZ BUILDING**  
**2600 CERRILLOS**  
**SANTA FE, NM 87505**

## EVENT SCHEDULE

- JAN 6: FINANCE POSITIONS
- JAN 7: HUMAN RESOURCES POSITIONS
- JAN 11: OPEN POSITIONS WITH DEPARTMENTS OF HEALTH AND HUMAN SERVICES
- JAN 13: OPEN POSITIONS WITH DEPARTMENTS OF TAXATION AND REVENUE, REGULATION AND LICENSING

**Virtual interviews** will be made available from the New Mexico Workforce Connection in Albuquerque located at 501 Mountain Rd.

## ABOUT THE RAPID HIRE EVENT

The State of New Mexico is looking to quickly hire for entry level to upper management positions! A multiple day Rapid Hire event is scheduled for January 6th through the 13th in Santa Fe! During the Rapid Hire event, qualified applicants will be interviewed by the hiring state agency on-site and find out about a job offer **same day or shortly after.**

## WHAT TO BRING

- Multiple copies of your updated resume
- Three professional references
- Proof of right to work in the U.S.
- Dress for success
- *\*Suggested* - Copy of unofficial transcripts for highest level of education achieved

For more information and/or to request accommodations, contact the New Mexico Workforce Connection, Santa Fe office at

**505-355-1758**

# NEW MEXICO STATE GOVERNMENT RAPID HIRE EVENT

SANTA FE



- **JAN 13: OPEN POSITIONS WITH  
DEPARTMENTS OF TAXATION AND  
REVENUE, REGULATION AND LICENSING**

## TAX AUDITOR II

**Location:** Albuquerque, Santa Fe

**Minimum Skills, Education, and Experience:**

Bachelor's degree in Accounting, Finance, Business Administration, or Taxation to include twelve (12) semester hours of accounting or auditing (three (3) semester hours in finance or business law may substitute for up to three (3) semester hours of accounting or auditing). Substitutions may apply.

## TAX AUDITOR IV

**Location:** Albuquerque, Santa Fe

**Minimum Skills, Education, and Experience:**

Bachelor's degree in Accounting, Finance, Business Administration, or Taxation to include twenty-four (24) semester hours of accounting or auditing (six (6) semester hours in finance or business law may substitute for up to six (6) semester hours of accounting or auditing) and four (4) years of experience in Auditing, Accounting, Taxation, Collections, and/or Finance. Possession of a Certified Public Accountant (CPA) certificate issued by the New Mexico Board of Public Accountancy may substitute for the required hours in accounting. Substitutions may apply.

## TAX EXAMINER COLLECTOR AND REVENUE AGENT- BASIC

**Location:** Albuquerque

**Minimum Skills, Education, and Experience:**

High School Diploma or Equivalency, plus one (1) year of experience in bookkeeping, accounting, finance, auditing, collections and/or tax-related field. Substitutions may apply.

## TAX EXAMINER COLLECTOR AND REVENUE AGENT- OPERATIONAL

**Location:** Albuquerque

**Minimum Skills, Education, and Experience:**

High School Diploma or Equivalency, plus six (6) semester hours of accounting (three (3) semester hours of finance, auditing, business law, and/or tax related field may substitute for three (3) semester hours of accounting) and two (2) years of experience in bookkeeping, accounting, finance, auditing, collections, and/or tax-related field. Substitutions may apply.

## TAX EXAMINER COLLECTOR AND REVENUE AGENT- ADVANCED

**Location:** Albuquerque

**Minimum Skills, Education, and Experience:**

High School Diploma or Equivalency plus nine (9) semester hours of accounting (three (3) semester hours of finance, auditing, business law, and/or tax related field may substitute for three (3) semester hours of accounting) and three (3) years of experience in bookkeeping, accounting, finance, auditing, collections and/or tax-related field. Substitutions may apply.

**TAX AUDITOR SUPERVISOR****Location:** Albuquerque**Minimum Skills, Education, and Experience:**

Bachelor's degree in Accounting, Finance, Business Administration, or Taxation to include twenty-seven (27) semester hours of accounting or auditing (six semester hours in finance or business law may substitute for up to six semester hours of accounting or auditing) and six (6) years of experience in Auditing, Accounting, Taxation, Collections, or Finance. Possession of a Certified Public Accountant (CPA) certificate issued by the New Mexico Board of Public Accountancy may substitute for the required hours in accounting. Substitutions may apply.

**STAFF MANAGER****Location:** Albuquerque**Minimum Skills, Education, and Experience:**

Bachelor's Degree in any field of study from an accredited college or university and five (5) years of professional level experience operating within parameters and guidelines directly related to the purpose of the position defined by the agency at the time of recruitment. Substitutions may apply.

**Purpose:**

This position serves as the Plan Review Manager. The incumbent manages all aspects of building plan review to include managing staff.

**STAFF MANAGER****Location:** Santa Fe**Minimum Skills, Education, and Experience:**

Bachelor's Degree in any field of study from an accredited college or university and five (5) years of professional level experience operating within parameters and guidelines directly related to the purpose of the position defined by the agency at the time of recruitment. Substitutions may apply.

**Purpose:**

This position serves as the Chief Procurement Officer for the Regulation and Licensing Department. RLD has a diverse accounting stream. This position also ensures compliance with relevant agency, state, and federal policies, and laws. This position services as the Chief Procurement Officer and manages the procurement, contracts and mailroom staff.

**SECRETARY, EXCEPT LEGAL, MEDICAL, & EXECUTIVE - BASIC****Location: Santa Fe****Minimum Skills, Education, and Experience:**

High School Diploma or Equivalent. Substitutions may apply.

**PARALEGAL AND LEGAL ASSISTANT****Location: Santa Fe****Minimum Skills, Education, and Experience:**

Associates Degree in Paralegal Studies and two (2) years of experience drafting and preparing legal correspondence, conducting legal research and maintaining a case management/tracking system.

**BUSINESS OPERATIONS SPECIALIST - OPERATIONAL****Location: Santa Fe****Minimum Skills, Education, and Experience:**

High School Diploma or Equivalency and two (2) years of experience in office administration, budgeting, purchasing, finance, accounting, auditing, cash management and/or contract management. Substitutions may apply.

**BUSINESS OPERATIONS SPECIALIST - ADVANCED****Location: Santa Fe****Minimum Skills, Education, and Experience:**

Associates Degree in Business Administration, Public Administration or Accounting and two (2) years of directly related job experience in the areas of office administration, budgeting, purchasing, finance, accounting, auditing, cash management and/or contract management. Substitutions may apply.

**BUSINESS OPERATIONS SPECIALIST - SUPERVISOR****Location: Santa Fe****Minimum Skills, Education, and Experience:**

Associates Degree in Business Administration, Public Administration or Accounting and two (2) years of directly related job experience in the areas of budgeting, accounting, auditing, purchasing, cash management and/or financial management. Substitutions may apply.

**ACCOUNTANT AND AUDITOR- ADVANCED****Location: Santa Fe****Minimum Skills, Education, and Experience:**

Bachelor's Degree in Accounting, Finance, Auditing or Business Administration and two (2) years directly related work experience in accounting, auditing, finance and/or budgeting? Substitutions may apply.



**ADMINISTRATIVE/OPERATIONS MANAGER I****Location:** Albuquerque**Minimum Skills, Education, and Experience:**

Bachelor's Degree in any field of study from an accredited college or university and six (6) years of professional level experience with a tactical impact directly related to the purpose of the position defined by the agency at the time of recruitment. Substitutions may apply.

**Purpose:**

This position serves as the Compliance Bureau Chief for the Construction Industries Division. The Compliance Bureau receives and investigates complaints against Construction Industries Licensees.

**ADMINISTRATIVE/OPERATIONS MANAGER I****Location:** Santa Fe**Minimum Skills, Education, and Experience:**

Bachelor's Degree in any field of study from an accredited college or university and six (6) years of professional level experience with a tactical impact directly related to the purpose of the position defined by the agency at the time of recruitment. Substitutions may apply.

**Purpose:**

The Budget Director is responsible for oversight of revenue and expenditure budgets both operating and capital for the New Mexico Regulation and Licensing Department.

**ADMINISTRATIVE/OPERATIONS MANAGER II****Location:** Albuquerque**Minimum Skills, Education, and Experience:**

Bachelor's Degree in any field of study from an accredited college or university and eight (8) years of professional level experience with a light strategic impact directly related to the purpose of the position defined by the agency at the time of recruitment. Substitutions may apply.

**Purpose:**

This position serves as the Mechanical Bureau, Bureau Chief. The incumbent will assign, supervise and manage the Mechanical Inspection Bureau. This position will also conduct inspections on new builds and existing properties.

**GENERAL MANAGER I****Location:** Santa Fe**Minimum Skills, Education, and Experience:**

Bachelor's Degree in any field of study from an accredited college or university and eight (8) years of professional level experience with a light strategic impact directly related to the purpose of the position defined by the agency at the time of recruitment. Substitutions may apply.

**Purpose:**

This position serves as the Deputy Director of the Construction Industries Division.

**FINANCIAL EXAMINER - OPERATIONAL****Location:** Albuquerque**Minimum Skills, Education, and Experience:**

Associates Degree in Accounting, Economics or Business Administration and two (2) years of experience in accounting, auditing, bank administration, lending, loan review, budget analysis, economics, banking to include teller operations, and/or investment analysis. Substitutions may apply.

**FINANCIAL EXAMINER - ADVANCED****Location:** Albuquerque, Santa Fe**Minimum Skills, Education, and Experience:**

Bachelor's Degree in Accounting, Economics or Business Administration and two (2) years of experience in accounting, auditing, bank administration, lending, loan review, budget analysis, economics, banking to include teller operations, and/or investment analysis. Substitutions may apply.

**IT BUSINESS ANALYST II****Location:** Santa Fe**Minimum Skills, Education, and Experience:**

Bachelor's degree in any field and four (4) years of experience in information technology or business analysis. PMI-PBA certification may be substituted for one year of education. Substitutions may apply.

**OFFICE AND ADMINISTRATIVE SUPPORT - ADVANCED****Location:** Santa Fe**Minimum Skills, Education, and Experience:**

High School Diploma or Equivalent and six (6) months of directly related experience in office administration. Substitutions may apply.

**CONSTRUCTION AND BUILDING INSPECTOR****Location:** Albuquerque**Minimum Skills, Education, and Experience:**

Electrical Trades: three (3) years of journeyman and/or electrical foreman experience; OR two (2) years of experience as a Construction Inspector. Applicants for electrical inspector position may substitute technical, university, or college training in a mechanical or electrical field for up to two (2) years of the three (3) years journeyman or foreman level experience. The equivalency shall be calculated such that one (1) year of technical, university or college training shall equal one half (1/2) a year of journeyman or foreman level experience. Further, in conjunction with the technical, university or college training, the applicant must demonstrate at least one (1) year of related field experience in his trade as a journeyman.

## CONSTRUCTION AND BUILDING INSPECTOR

**Location:** Santa Fe

**Minimum Skills, Education, and Experience:**

LP Gas Inspectors must have Three (3) years in the LP Gas Industry, One (1) of which must have been as an installer of LP Gas systems. One (1) year computer experience helpful and use of standard office equipment.

## CONSTRUCTION AND BUILDING INSPECTOR - MULTIPLE CERT

**Location:** Las Cruces

**Minimum Skills, Education, and Experience:**

General Construction Inspectors at this level must have Three (3) years foreman level experience in General Construction; One (1) year foreman level experience and two (2) years General Construction Inspector – O experience.

## CONSTRUCTION AND BUILDING INSPECTOR AREA CHIEF

**Location:** Albuquerque

**Minimum Skills, Education, and Experience:**

Do you meet the minimum qualifications for an Electrical Trades of: Seven (7) years of journeyman and/or electrical foreman experience; OR four (4) years of experience as a Construction Inspector?

Applicants for a mechanical or electrical inspector position may substitute technical, university or college training in a mechanical or electrical field for up to two (2) years of the three (3) years journeyman or foreman level experience.

The equivalency shall be calculated such that one (1) year of technical, university or college training shall equal one half (1/2) a year of journeyman or foreman level experience.

Further, in conjunction with the technical, university or college training, the applicant must demonstrate at least one (1) year of related field experience in his trade as a journeyman.